



TEXAS DEPARTMENT OF HEALTH
AUSTIN, TEXAS
INTER-OFFICE MEMORANDUM

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Herman Horn, Chief, Bureau of Regional/Local Health Operations

FROM: Barbara Keir, Director
Public Health Nutrition and Education
Bureau of Nutrition Services *B. Keir*

DATE: October 27, 2000

SUBJECT: Non-Contract Formula Approval by State Agency Staff

This memo is to remind you that the State Agency support staff for non-contract formula approval is available from 7:00 a.m. to 6:00 p.m. Monday through Friday, and from 9:00 a.m. to 1:30 p.m. on Saturdays. Attached is a listing of holidays when State Agency support staff will not be available.

If formula approval is needed after 6:00 p.m., or at any other time when State Agency staff are not available, the local agency staff should use professional judgement to approve non-contract formulas to prevent having the participant return to the clinic on a later date. Please notify the State Agency on the following day regarding what actions were taken.

This does not mean you should automatically approve a formula after hours. You must still have all the documentation required by FD: 24.2. If the physician needs to be contacted to answer questions or provide additional information for the prescription, the participation will have to return to the clinic after the contact has been made.

If you have any questions regarding this memo, please contact Isabel Clark, Clinical Nutrition Specialist at (512) 458-7444 or Isabel.Clark@tdh.state.tx.us.

Attachment

State Agency Formula Support Staff Hours

State Agency staff will be available during the following hours to approve special formula issuance or provide assistance with special formulas:

Monday – Friday	7 a.m. to 6 p.m.
Saturday	9 a.m. to 1:30 p.m.

Support staff will not be available on the following holidays:

Thanksgiving Day	1 1-23-00
Day After Thanksgiving	1 1-24-00
Christmas Day	12-25-00
Day After Christmas	12-26-00
New Year's Day	01-01-01
Martin Luther King, Jr. Day	01-15-01
Presidents' Day	02-19-01
Memorial Day	05-28-01
Independence Day	07-04-01

Non-contract formula approval beeper number is: (512) 499-6814

If problems occur Monday through Friday (8 a.m.- 5 p.m.) in reaching support staff call:

Patti Fitch	(512) 458-7111, ext. 3598
Isabel Clark	(512) 458-7111, ext. 3489
Paula Kanter	(512) 458-7111, ext. 3528
Matt Harrington	(512) 458-7111, ext. 3502